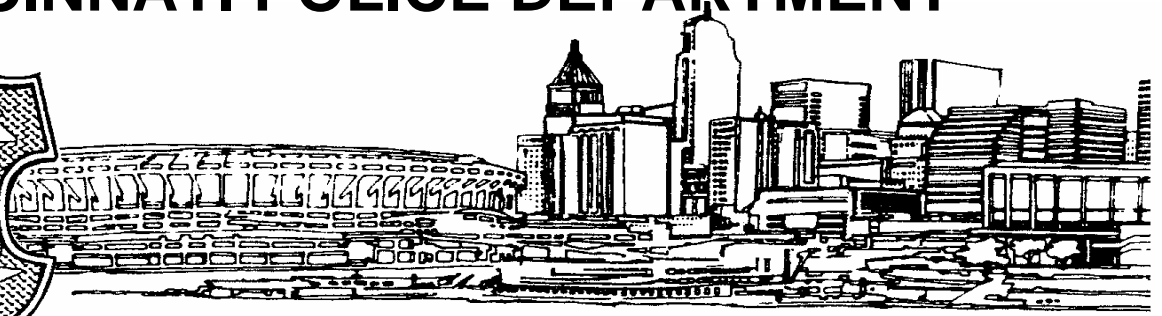


# CINCINNATI POLICE DEPARTMENT



## STAFF NOTES

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*Colonel Thomas H. Streicher, Jr., Police Chief*  
*June 21, 2005*

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<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <a href="#">REVISED ORGANIZATIONAL CHART AND ORGANIZATIONAL NARRATIVE</a>	PLANNING SECTION
2. <a href="#">SUPERVISORY REVIEW OF MVR TAPES</a>	POLICE RELATIONS UNIT
3. <a href="#">UPDATE TO POLICE SPECIALIST EXAM READING LIST</a>	PLANNING SECTION
4. <a href="#">RCIC PASSWORD REQUIREMENTS</a>	INFORMATION TECHNOLOGY MANAGEMENT UNIT
5. <a href="#">2005 ROTARY CLUB AWARD NOMINATIONS</a>	PUBLIC INFORMATION OFFICE
6. <a href="#">THANK YOU LETTERS</a>	CHIEF'S OFFICE
7. <a href="#">COMMENDATION</a>	CHIEF'S OFFICE

**1. REVISED ORGANIZATIONAL CHART AND ORGANIZATIONAL NARRATIVE**

[Attached](#) to these Staff Notes are current copies of the Department's organizational chart and organizational narrative.

**2. SUPERVISORY REVIEW OF MVR TAPES**

Several supervisors have raised questions regarding the supervisory review of MVR tapes. Supervisors are to conduct a random review of **any of the 30 tapes** assigned to a particular vehicle. The review does not need to be from a tape currently in use. If you pull a tape from a MVR, it no longer indexes to the point where the last recording occurred, thus requiring a tape change. Therefore, it is more prudent to choose a tape for review that is currently not in use.

**3. UPDATE TO POLICE SPECIALIST EXAM READING LIST**

The Cincinnati Police Crime Scene Manual was eliminated on June 14, 2005. As a result, Ms. Candis Johnson, Senior Human Resources Analyst responsible for preparing the Police Specialist exam has removed the Crime Scene Manual from the reading list. No questions from this manual will appear on the Police Specialist exam scheduled for July 23, 2005.

**4. RCIC PASSWORD REQUIREMENTS**

Effective June 24, 2005, all Regional Crime Information Center (RCIC) user accounts will be converted to comply with the new LEADS password security policy. The changes are as follows:

- The password must be a minimum of 8 and a maximum of 15 characters.
- The password must include alpha and at least 1 numeric character.
- The password will expire every 60 days.
- You will be notified for 15 days prior to the expiration of the password.
- Once the password has expired, you will no longer be able to log into RCIC and will need to contact the Helpdesk to have your password reset.
- You cannot reuse a password until you have changed the password 5 times.
- 3 failed login attempts will lock the terminal. No one will be able to log in until the terminal is reset by RCIC.

After June 24, 2005, you must log into RCIC to change your current password to meet the new requirements. Do not change your current password before that time. The 60-day period begins the first time you log into RCIC after the conversion. This change to the RCIC login passwords only affects the terminals that are located inside the agencies; this change does NOT affect MDT/MDC login passwords.

Should you experience any problems with changing your password, please contact the RCIC Helpdesk at 352-4745.

## **5. 2005 ROTARY CLUB AWARD NOMINATIONS**

Each year the Rotary Club of Cincinnati honors four Cincinnati Police Officers. This year's awards will be presented Thursday, July 28, 2005, at the Cincinnati Hilton Netherland Plaza Hotel's Hall of Mirrors.

Officers may be nominated in any of the four categories listed below. The act or achievement worthy of nomination should have occurred within the past twelve months. Previous award winners may be submitted again. However, you are encouraged to submit (or resubmit) nominations for officers who have not already received special recognition. Nominations should be submitted in a narrative format on a Form 17. Nominations may be original or copies previously submitted for other awards.

### **AWARD CATEGORIES**

VALOR/HERO	For an exceptional life-saving effort or an outstanding heroic effort by an individual or individuals.
CAREER ENHANCEMENT	For an officer who demonstrates the greatest desire to further his/her skills through self-motivation or training.
ADMINISTRATIVE	For an officer who gives the utmost service in the performance of administrative/staff duties.
SUPERIOR ACHIEVEMENT	For an officer who continually dedicates himself/herself to maintaining a high degree of professionalism, an officer who exemplifies the "time honored" tradition of street policing which has kept the Cincinnati Police Department at the apex of law enforcement.

Please submit the nomination to the Public Information Office, through the chain of command, before 1700 hours on Friday, July 8, 2005. Questions may be directed to the Public Information Office at 352-3515.

**6. THANK YOU LETTERS**

[Attached](#) to these Staff Notes are several letters of appreciation and praise written to the Police Chief for the professionalism displayed by our Department and specifically the following officers:

Captain Michael Cureton

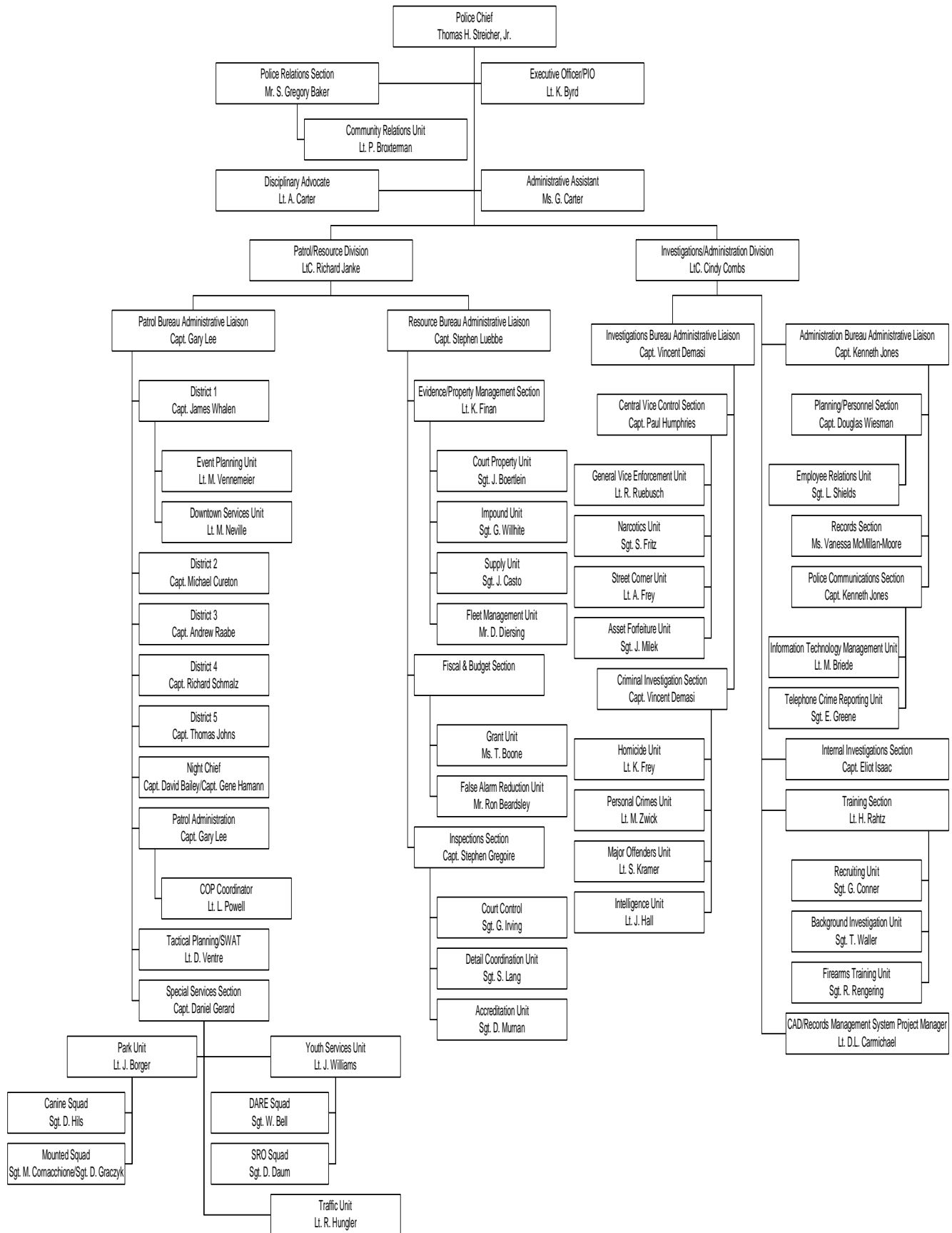
Police Officer Mark Sneed

**COMMENDATION FOR THE WEEK OF 06/14/05-06/21/05**

POLICE OFFICER GREGORY M. MEADOWS  
MAJOR OFFENDERS UNIT

During the last ten years, Officer Gregory M. Meadows has coordinated the Cincinnati Police Department's Police Explorers post and has brought them to national recognition. In tri-state competitions, the local post finished in the top five during eight of ten annual conferences. During 1998, they finished first in the Domestic Violence segment at the National Police Explorers Conference in Maryland. Under his guidance, 14 Explorers went on to become police officers; 11 with the Cincinnati Police Department. Officer Meadows is deserving of this commendation for his extreme dedication to this Department, the Police Explorers Program, and the youths and community he serves.

Cincinnati Police Department  
06/21/05



# **THE CINCINNATI POLICE DEPARTMENT**

## **ORGANIZATIONAL NARRATIVE**

June 21, 2005

**T**he Police Department is the primary law enforcement agency of the City, existing under provisions of Article IV, Section 3, of the Administrative Code of the City of Cincinnati. The primary responsibilities of the Police Department are:

- Prevention of crime
- Protection of life and property
- Suppression of criminal activity
- Apprehension and prosecution of offenders
- Regulation of non-criminal conduct
- Preservation of public peace

Under the command of the Police Chief, the Police Department's responsibilities are divided among two divisions; the Patrol/Resource Division and the Investigations/Administration Division.

## **MISSION STATEMENT**

The mission of the Cincinnati Police Department is to work in partnership with the citizens of the community to provide a safe environment where the quality of life may be improved through the delivery of fair and impartial police services.

## **VALUES**

We value human life and dignity.

We value integrity as the basis for community trust.

We value the fair and impartial enforcement of Federal, State, and Local Laws and the rights of the accused.

We value professional excellence.

We value all members of the Department, both sworn and civilian.



## **EXECUTIVE OFFICE**

The **POLICE CHIEF** is responsible for Police Department operations. The Chief coordinates, organizes, directs, and controls activities. The Chief also implements policy and makes necessary personnel and procedural changes to ensure the effective operation of the Department. The Division Commanders, the Police Relations Section Executive Manager, the Public Information/Executive Officer, the Disciplinary Advocate and the Administrative Assistant are directly accountable to the Police Chief.

The **POLICE RELATIONS SECTION**, directed by an Executive Manager, is responsible to the Police Chief for developing policy as it relates to public safety and policing issues. Areas of responsibility and focus include community relations. This section is also responsible for the City and Department implementation and compliance with the terms and conditions contained within the U.S. Department of Justice Memorandum of Agreement and the Collaborative Agreement. The Executive Manager of Police Relations Section serves as the Cincinnati Police Department Compliance Coordinator for the U.S. Department of Justice Memorandum of Agreement and Departmental liaison to the Independent Monitor.

The **Community Relations Unit** provides assistance to the Executive Manager of Police Relations on activities and projects that facilitate the implementation of the terms and conditions of the U.S. Department of Justice Memorandum of Agreement and Collaborative Agreement. The unit is responsible for coordinating community involvement in Police Department operations with the goal to reduce crime and improve citizen and police safety.

The **EXECUTIVE OFFICER** is a lieutenant who serves as an aide-de-camp to the Police Chief. He becomes familiar with the daily activities of the command staff, including their decision making process and operating procedures. He attends staff and special meetings, reviews and coordinates written correspondence and performs other duties as directed by the Police Chief. He is also in charge of the Public Information Office.

**Public Information Office** is the Department's liaison with the media.

This office prepares press releases and facilitates general and internal Police Department communications.

The **DISCIPLINARY ADVOCATE** is a lieutenant who has the responsibility to monitor and review the overall effectiveness, efficiency and fairness of discipline and corrective action taken within the Department. The responsibilities include ensuring consistent treatment, identifying any patterns of disparate treatment and apprising the Police Chief of any actions that appear to be unfair or inequitable.

The **ADMINISTRATIVE ASSISTANT** coordinates Department affairs affecting the Police Chief's Office. The Assistant is the liaison between the Police Chief, Division Commanders and other City agencies. The Assistant attends staff and special meetings, reviews and coordinates written correspondence, and performs other duties as directed by the Police Chief. The Assistant also serves as the contact person for the various community and business groups. A civilian Administrative Specialist fills this position.

## **PATROL/RESOURCE DIVISION**

**T**he Patrol/Resource Division is commanded by an Assistant Chief. This division consists of two bureaus; the Patrol Bureau and the Resource Bureau. Each bureau has a designated section commander who is the administrative liaison and reports to the Assistant Chief.

### **PATROL BUREAU**

**T**his bureau performs all primary police functions. Bureau personnel respond to citizen requests for police assistance, enforce criminal and traffic laws, investigate criminal activity, take offense reports and regulate non-criminal conduct. It consists of the five police districts, a Night Chief, Patrol Administration, Community Oriented Policing, Special Services Section and Tactical Planning Section/SWAT.

**DISTRICTS:** The City of Cincinnati is divided into five police districts, each commanded by a captain who is responsible for operations and personnel deployment. Police officers assigned to the districts for uniform patrol activity are generally divided into three fixed shifts. Each shift is commanded by a lieutenant. The first shift has starting times of 0600 and 0700 hours. The second shift has starting times of 1300, 1400, or 1500 hours, depending on service demands of that district. The third shift has starting times of 2200 or 2300 hours.

The second shift is supplemented by an early power shift and has a starting time between 1000 and 1300 hours. Third shift is supplemented by a late power shift and has a starting time between 1900 and 2100 hours. This increases field strength during early afternoon and evening hours when the service demand is higher.

The districts provide uniformed patrols in a variety of ways. In addition to marked vehicle and foot patrols, each district contains a Mountain Bike Squad. These officers provide a full range of police services. The district efforts are supplemented by mounted and canine patrols.

Each district has an investigative unit commanded by a lieutenant. This unit investigates crimes occurring within the district. When necessary, the unit coordinates these investigations with the Criminal Investigation Section (CIS) of the Investigations Bureau.

Each district fields a Neighborhood Squad, which is supervised by a sergeant with officers assigned to each individual neighborhood. These officers perform the full range of police duties in addition to serving as a liaison with the community. The neighborhood officer is the linchpin of the Community Oriented Policing effort.

Each district fields a Violent Crimes Squad (VCS) consisting of seven officers and a sergeant. VCS officers concentrate on responding to and investigating reports of violent crimes. They also serve outstanding warrants to arrest and incarcerate the subjects committing these violent crimes.

Each district assigns officers to perform specialized law enforcement tasks that include crime prevention, community relations, vice enforcement activities, traffic control, crime analysis and warrant service.

**Event Planning Unit**, commanded by a lieutenant, plans for police presence at special events, coordinates the response of all City Departments and handles permits. As the vast majority of these major events occur in the downtown and riverfront area, the Event Planning Unit is organizationally placed in District One. Should a major event occur in another district, the Event Planning Unit assists that district's personnel in ensuring a proper police presence is maintained.

**Downtown Services Unit** is commanded by a lieutenant and staffed with personnel who are responsible for the policing of the Central Business District. Uniformed patrol officers who are assigned to this unit provide a police presence to the Downtown neighborhoods. Through the use of foot, bicycle, and motorcycle patrols, officers are able to interact with downtown merchants, residents and customers.

The **NIGHT CHIEF** is responsible for providing a command presence for the Police Department during the evening and overnight hours. This captain position carries Department-wide responsibilities.

**PATROL ADMINISTRATION**, commanded by a captain, coordinates and reviews reports and other information submitted by the districts and Night Chief. He serves as the deputy commander / administrative liaison for the Patrol Bureau and, for administrative purposes, supervises the COP Coordinator.

**Community Oriented Policing (COP) Coordinator** is a lieutenant responsible for the progression of the COP philosophy in the Department. The COP Coordinator guides the districts' COP sergeants and neighborhood officers as they work to develop neighborhood based collaboratives with citizens. The COP Coordinator serves as the clearinghouse for information on community policing.

#### **TACTICAL PLANNING SECTION/SPECIAL WEAPONS AND TACTICS**

**(SWAT)**, commanded by a lieutenant, engages in planning and preparation for critical incidents including terrorist threats and civil disorder. Other functions include acting as a liaison with businesses, organizations, and government agencies, training Department and City personnel, and acquiring and deploying new strategies and equipment. All SWAT officers have full time responsibilities in

the various districts, sections and units. SWAT trains as a unit on a regular basis and responds to hostage, barricaded person and other high-risk situations as needed. SWAT is composed of two elements - Tactical and Negotiations. These units complement each other and both report to the SWAT Commander.

**SPECIAL SERVICES SECTION**, commanded by a captain, is responsible for the Park Unit, Canine Squad, Mounted Squad, Youth Services Unit, Drug Abuse Resistance Education (DARE) Squad, School Resource Officer (SRO) Squad and the Traffic Unit.

**Park Unit**, commanded by a lieutenant, is responsible for patrol of the City's 141 park areas, which encompass 4,765 acres of land. This unit is committed to providing a more visible police presence and improving safety in City parks. Other responsibilities include response to citizen requests for assistance, enforcement of criminal and traffic laws, regulation of non-criminal conduct, reporting incidents and offenses, investigation of criminal activity and enforcement of park rules. The Park Unit is responsible for the planning and coordination of events in the parks. The Park Unit Commander is also responsible for the supervision of the Canine and Mounted Squads.

**Canine Squad**, supervised by a sergeant, is responsible for assisting district officers in high-risk search situations. On a cooperative basis, in conjunction with the mutual aid agreements,



the canine teams can be used by other police agencies within Hamilton County, with approval of a command officer.

**Mounted Squad**, supervised by two sergeants, directs all equestrian activities including scheduling, training, stable management, veterinary and farrier services. The Mounted Squad provides an added dimension to policing: visibility, mobility and travel into areas not accessible by any other vehicles. Mounted Squad officers patrol all areas of the City, including the downtown business district, with emphasis on Fountain Square and the Central Riverfront. The unit is also available to provide special services to the districts upon request.

**YOUTH SERVICES UNIT**, commanded by a lieutenant, is responsible for the administration and services related to juveniles. Youth Services Unit includes the Drug Abuse Resistance Education (DARE) Squad and School Resource Officer (SRO) Squad. This unit is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility for participating in or supporting the agency's juvenile operations function is shared by all agency components and personnel.

**DARE Squad**, supervised by a sergeant, is responsible for implementing and coordinating the DARE program. Kindergarten through eighth grade classes are instructed by police officers in all Cincinnati Public schools and selected private schools.

Fundamental courses are given to kindergarten through fourth grade students. The core of the program is taught to fifth grade students and upon successful completion they graduate from the DARE course. Reinforcement classes are then given to students in grades six through eight.

**School Resource Officer (SRO) Squad**, supervised by a sergeant, consists of uniformed personnel working in the schools providing community police services to the school population.

**Traffic Unit**, commanded by a lieutenant, is responsible for coordinating the Department's traffic efforts. It has staff supervision over the Department's selective enforcement program and other specialized traffic related programs. The responsibilities of this unit include radar and intoxilyzer training and certification, fatal accident investigation, assisting the Federal Aviation Administration (FAA) and the Ohio State Patrol (OSP) in aircraft crash investigations and assisting the Ohio Department of Natural Resources (ODNR), Division of Watercraft, in boat crashes. The unit also acts as a liaison and an implementation site for state programs

such as the seat belt and holiday drunk driving programs. The unit supervises and coordinates private police officers, school crossing guards and the Public Vehicles/Private Police Squad.

## **RESOURCE BUREAU**

**T**his bureau performs a variety of functions that support the operation of the Department. It oversees the operation of the Evidence/Property Management Section, Fiscal and Budget Section and Inspections Section. It is responsible for the Court Property Unit, Impound Unit, Supply Unit, Fleet Management Unit, Grant Unit, False Alarm Reduction Unit, Court Control Unit, Detail Coordination Unit and Accreditation Unit.

**EVIDENCE/PROPERTY MANAGEMENT SECTION**, commanded by a lieutenant, is responsible for any property held by the Department for the courts or other purposes.

**Court Property Unit**, supervised by a sergeant, tracks, maintains custody, and disposes of items found, confiscated, forfeited or held as evidence. It is responsible for auctioning unclaimed property and for the destruction of drugs and weapons.

**Impound Unit**, supervised by a sergeant, receives, secures, and disposes of impounded and seized vehicles. These originate from DUI and suspension arrests as well as law violations. It auctions unclaimed and forfeited vehicles, and exercises supervision of private towing companies on the police rotation towing list.

**Supply Unit**, supervised by a sergeant, orders, receives, stores and distributes items needed by the Department to maintain normal operations. This responsibility includes paper forms, firearms and related equipment as well as uniform orders and maintenance. This unit receives supply requisitions from the other Department units and directs an annual inspection of uniform parts and other Department issued equipment.

**Fleet Management Unit**, managed by an Automotive Equipment Supervisor, ensures the vehicular needs of the Department are met. The unit plans for future vehicular needs, maintains a liaison with the Division of Fleet Services and monitors vehicle usage by Department personnel. This is accomplished by maintaining records of mileage, service, accidents and damage involving Department vehicles, as well as from periodic and special reports.

**FISCAL AND BUDGET SECTION** is directed by a civilian Supervising Accountant. The primary functions are the preparation and administration of assigned program budgets and the effective control and audit of the Department's expenditures. Other functions of this section include administration and maintenance of all the Department's payroll records, review, analysis and approval of all financial documents, and coordinating the Department's capital improvements. It controls financial statements and reports for the Department's

general operating and restricted purpose funds and enforcement of the City's false alarm and direct alarm system ordinances.

The **Grant Unit** is managed by a civilian Senior Accountant. It is responsible for reviewing current publications for available funding, preparing and submitting grant applications and administering the grant programs. They also monitor and audit all of the grant projects.

The **False Alarm Reduction Unit** is managed by a civilian Senior Accountant. The alarm enforcement responsibilities include issuing warning letters and penalty notices, recommending fees be initiated against individuals and businesses that have excessive false hold up and burglar alarms, collecting fines, and responding to penalty appeals from subscribers.

**INSPECTIONS SECTION**, commanded by a captain, monitors the activity of the Department through staff inspections and unannounced inspections conducted on a random basis. The Inspections Section also coordinates the Department's random drug-testing program. At the annual uniform inspection, this section monitors the condition of issued equipment and ensures compliance with Department dress and grooming standards. Inspections Section also conducts critical reviews of all use of force incidents and serves as the Department's

central record repository for all use of force incidents. This section is also responsible for ensuring the Department meets CALEA standards.

**Court Control Unit**, supervised by a sergeant, is the police liaison with the local judiciary and manages police officer attendance in court by monitoring officers' court appearances. This unit verifies attendance, time spent in court by officers, as well as ensuring the Police Department dress and grooming standards are met. The Court Control supervisor randomly visits courtrooms to monitor officers' testimony and case preparation.

**Detail Coordination Unit**, supervised by a sergeant, coordinates all outside employment extension of police service details. This unit also maintains the Police Department's outside employment activity records for all officers. These records are reviewed monthly to ensure compliance with Department policy. The Detail Coordination Unit supervisor also conducts audits and random inspections of outside employment details.

**Accreditation Unit**, supervised by a sergeant, is responsible for the daily activities required to maintain the Department's accredited status by the Commission on Accreditation for Law Enforcement Agencies (CALEA). The unit develops and maintains the required proofs of compliance, functions as a liaison with other Department components regarding accreditation matters, and is the liaison between the Department and CALEA.

## **INVESTIGATIONS/ADMINISTRATION DIVISION**

**T**he Investigations/Administration Division is commanded by an Assistant Chief.

This division consists of two bureaus; the Investigations Bureau and the Administration Bureau. Each bureau has a designated section commander who is the administrative liaison and reports to the Assistant Chief.

### **INVESTIGATIONS BUREAU**

**T**his bureau consists of the Central Vice Control Section and the Criminal Investigation Section. This bureau handles investigations and gathers intelligence involving vice activity, homicides, sex crimes, crimes against children and property crimes.

**CENTRAL VICE CONTROL SECTION**, commanded by a captain, is responsible for the operation of the General Vice Enforcement Unit, Narcotics Unit, Street Corner Unit and Asset Forfeiture Unit.

**General Vice Enforcement Unit**, commanded by a lieutenant, enforces laws related to liquor, prostitution, gambling, drugs, obscenity, pornography and regulatory violations. It coordinates Department enforcement activity in these areas and provides a central repository for related records and vice intelligence information.



**Narcotics Unit**, supervised by a sergeant, has personnel assigned to the Regional Enforcement Narcotics Unit (RENU). RENU is a multi-agency organization which investigates primary sources for the suppliers of illicit drugs into Greater Cincinnati.

**Street Corner Unit**, commanded by a lieutenant, is responsible for undercover personnel working on street drug sales, the investigation of illegal diversion of pharmaceutical drugs by health care professionals, and health care fraud.

**Asset Forfeiture Unit**, supervised by a sergeant, is responsible for assuring all seized and/or forfeited assets are appropriately processed through the federal and local court systems.

**CRIMINAL INVESTIGATION SECTION (CIS)**, commanded by a captain, is comprised of the Homicide Unit, Personal Crimes Unit, Major Offenders Unit and Intelligence Unit.

**Homicide Unit**, commanded by a lieutenant, investigates homicides, all violent or suspicious deaths, fire deaths, police shootings, police use of force resulting in hospitalization, prisoner's death while in custody, potentially fatal assaults, felony patient abuse and neglect cases, kidnapping and abduction. The Homicide Unit also maintains a central file

of confiscated weapons. The unit administers the Department's Robbery Apprehension Program (RAP) and is the Department's liaison with the Hamilton County Coroner's Office. The Homicide Unit is also responsible for the direct supervision of the Criminalistics Squad.

**Personal Crimes Unit**, commanded by a lieutenant, is responsible for investigating rapes and other sexual assault offenses, missing persons, child stealing and certain other crimes against children. It acts as a liaison with the Hamilton County Juvenile Court and other social support organizations. The unit also coordinates and schedules all polygraph and computer voice stress analyzer examinations.

**Major Offenders Unit**, commanded by a lieutenant, coordinates citywide investigative efforts for burglary, auto theft, fencing of stolen property and organized criminal activity. The unit is responsible for the operation of the Financial Crimes Squad which conducts investigations of financial institution robberies, fraud, forgery, credit card fraud, check embezzlement, extortion, coercion, and bribery offenses. The unit administers the Crimestoppers and Rapid Indictment programs.

**Intelligence Unit**, commanded by a lieutenant, gathers, analyzes, stores and disseminates information concerning organized crime, terrorist activity and criminally violent groups. The unit monitors threats against public

safety, threats against public officials and threats against police officers. It maintains a network of communication with regional and national intelligence organizations.

## **ADMINISTRATION BUREAU**

**T**his bureau is responsible for coordinating and performing inter-bureau planning tasks, special research evaluation studies, and maintaining auxiliary services which include answering citizens' calls for police, fire and emergency medical services. It also is responsible for upgrading/maintenance of computer systems and World Wide Web page construction and management. This bureau consists of the Internal Investigations Section, Planning/Personnel Section, Records Section, Police Communications Section, Training Section and CAD/Records Management System Project Manager.

**INTERNAL INVESTIGATIONS SECTION**, commanded by a captain, is responsible for investigating citizen complaints of a serious nature, complaints of alleged police misconduct, and use of force incidents that result in serious injury or death. This section coordinates pre-disciplinary hearings in conjunction with the Department hearing officer(s) and coordinates investigation of complaints referred by the Citizen Complaint Authority.

**PLANNING/PERSONNEL SECTION**, commanded by a captain, is responsible for planning, research, and the development of programs that maximize the effective use of Department personnel and resources. Planning/Personnel Section is also responsible for developing forms and procedures, conducting

legal research, long-range planning, crime analysis and mapping.

Planning/Personnel Section maintains employee personnel records, coordinates personnel assignments and maintains a liaison between Police Department employees, the City physician, the police psychologist and the City's Human Resource Department. It also processes Family Medical Leave Act (FMLA) requests, coordinates Americans with Disabilities Act (ADA) requests, monitors the injured with pay (IWP) process, coordinates the sick leave request process, monitors the grievance process and maintains records concerning the Police Department's Affirmative Action Plan.

**Employee Relations Unit**, supervised by a sergeant, assists Police Department employees engaged in the retirement or resignation process. The sergeant is also the liaison to the Police Pension Board and City Retirement Office.

**RECORDS SECTION**, directed by a civilian Director, receives, reviews and files most criminal offense reports, auto accident reports and related records. This includes reports of offenses committed, criminal and traffic arrests, missing persons, homicides and gun registrations. It is responsible for maintaining the Department's computerized criminal and traffic arrest/conviction histories, entering data to generate criminal and traffic court dockets, court information sheets and statistical reports. This section processes traffic violation citations, Ohio Crash Reports and applications for firearm transfers and registration.

**POLICE COMMUNICATIONS SECTION**, commanded by a captain, operates a combined police, fire and EMS radio communications system. The section receives all citizen requests for police, fire and emergency medical service. All police operations are dispatched from this section. Reports of stolen and recovered vehicles and license plates are processed by this section. Dispatchers use computer aided dispatching (CAD) and an enhanced 911-phone system. The unit also coordinates the use of Department telephones (including cellular), pagers and MDTs. The section maintains computer interface with the National Crime Information Center (NCIC), Ohio Law Enforcement Automated Data Systems (LEADS) and the Regional Crime Information Center (RCIC). The section maintains a teletype service to all local news media. Police Communications Section provides intra-Department mail service.

**Information Technology Management Unit**, commanded by a lieutenant, assists and supports all levels of the Department in planning, installation and utilization of information technology. It is responsible for fulfilling the computer/technology needs of the Police Department, including business computers, networking, application services, etc. This unit also coordinates and serves as a focal point for the communications between the Internet worldwide community and the Police Department. The section commander represents the Department at information technology related meetings.

**Telephone Crime Reporting Unit (TCRU)**, supervised by a sergeant, receives and processes minor complaints and offense reports by telephone.

The **TRAINING SECTION**, directed by a civilian Director, develops and conducts training programs for the Police Department. This includes recruit, in-service and firearms training in both live fire and the firearms simulator (FATS). Training Section conducts training in the areas of supervision, management, physical fitness, self-defense, officer survival, interpersonal skills, legal issues and current topics. The Training Section coordinates numerous outside training requests, FBI training programs and computer training programs. The staff produces training memos and training video programs for Department use at roll calls. Training Section also conducts the Citizen Police Academy and Student Police Academy.

**Recruiting Unit**, supervised by a sergeant, is responsible for the coordination of the police recruit selection process. The Recruiting Unit assists the City Human Resources Department with recruiting and testing of applicants.

**Background Investigation Unit**, supervised by a sergeant, is responsible for conducting background investigations for the Police Department and some other City Departments.

**Firearms Training Unit**, supervised by a sergeant, is responsible for the Department's live firearms training. The unit conducts annual firearms qualifications for all sworn personnel and firearms instruction for police recruits. It inspects, repairs, and evaluates Department firearms and makes recommendations on appropriate ammunition for Department use.

The **CAD/RECORDS MANAGEMENT SYSTEM PROJECT MANAGER** is a lieutenant responsible for coordinating the Department's efforts in developing and implementing a new Computer Aided Dispatch (CAD) System and Records Management System. The project manager will act as the primary liaison between the primary vendor, sub contractors, and other City Departments to see the implementation through on time and within budget. This position is a temporary position lasting the life of the project, which is expected to be two to three years.





City of Cleveland  
Jane L. Campbell, Mayor

Department of Public Safety  
Division of Police  
Michael McGrath, Chief  
1300 Ontario Street  
Cleveland, Ohio 44113-1648  
216/623-5005 • Fax: 216/623-5584

June 8, 2005

Colonel Thomas H. Streicher, Jr., Police Chief  
Cincinnati Police Department  
310 Ezzard Charles Dr.  
Cincinnati, OH 45214

Dear Chief Streicher:

Please accept my gratitude on behalf of the men and women of the City of Cleveland, Division of Police, for the assistance of the Cincinnati Police Department in apprehending Gregory Walker on Tuesday, June 7, 2005. Walker was wanted by the Cleveland Division of Police, Bureau of Special Investigation Homicide Unit in connection with the aggravated murder of an 18 year old female on Wednesday, June 1, 2005. Our Division of Police had been actively searching for this male and I was informed that your Major Offenders Unit was instrumental in gathering intelligence which ultimately led to this arrest.

Further, please extend my appreciation to the many dedicated officers in your police department who no doubt risked great bodily harm in bringing this violent fugitive to justice. I am certain that you are as proud of them as I am appreciative.

Sincerely,

A handwritten signature in black ink that reads "Michael McGrath".

Michael McGrath  
Chief of Police

MM/ts



**CLERMONT COUNTY SHERIFF'S OFFICE**  
*Albert J. Rodenberg, Jr. "Leadership By Example"*

**SHERIFF**

June 3, 2005

Captain H. Cureton  
Cincinnati Police Department  
3295 Erie Avenue  
Cincinnati, Ohio 45208

Dear Captain Cureton:

May I extend our grateful appreciation for your assistance last week when the body of Lance Corporal Nick Erdy was transported into your city for funeral services. When a hero comes home, there are many areas of concern. You and your staff were well coordinated and respectful and handled the many traffic issues very professionally. Numerous comments were received on the smoothness and precision of the operation.

Thank you for a job well done.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Rick Combs", with a stylized flourish at the end.

Rick W. Combs, Chief Deputy  
Clermont County Sheriff's Office

RWC:ehm

Paul B. and Martha Gilbert  
3405 Phelps Court  
Erlanger, Ky 41018

June 8, 2005

Sir,

On the afternoon of May 30<sup>th</sup>, my wife and I were involved in an auto accident at Broadway and Pete Rose Way. Emergency units arrived on the scene shortly after calling 911. The fire department checked my wife (she had struck her head inside the car during the accident) and Officer Mark Sneed badge #633 arrived to investigate the accident. Officer Sneed was thorough and very professional in the manner in which he conducted the investigation. He took the time to speak with my wife and calm her down while gathering information and enforcing the law for the appropriate violations.

I want to call his actions to your attention and I hope that you will pass our thanks along to him. He is a credit to the Cincinnati Police Department.

Respectfully,  
Ben and Martha Gilbert